FRANK L. WEYENBERG LIBRARY
OF MEQUON-THIENSVILLE
11345 North Cedarburg Road, Mequon, Wisconsin 53092

# Minutes of the Board of Trustees June 19, 2024 Meeting
# Approved as of July 17, 2024

A regular meeting of the Frank L. Weyenberg Library Board of Trustees was held on June 19, 2024 at 6:00 pm in the Library's Tolzman Community Room**.**

## I. Pledge of Allegiance

Catherine Perry led the Pledge of Allegiance.

## II. Call to Order, Verification of Posting, Roll Call

Ms. Perry called the meeting to order at 6:00 pm.
Posting of notice as of June 14, 2024 was verified.
Trustees present: Catherine Perry, President; Ted Lookatch, Vice President; Jeffrey Hansher, Secretary; Graham Baxter, Treasurer; Amy Abbott, Jennifer Abraham, Ali Buchanan, Ellen Nagy and Cathrine Wagner.
Trustees Absent: Liz Agnello.
Staff Present: Rachel Muchin Young, Library Director and Craig Jacobson, Business Manager.

## III. Announcements

None at this time.

## IV. Public Comment (Limit of 5 min./person)

None at this time.

## V. Approval of Minutes

A. Action Item: Minutes of the May 15, 2024 Meeting
The minutes of the May 15, 2024 meeting were included in the packet. Noting no objections or corrections, the minutes were considered approved as presented.

## VI. Financial Reports

A. Revenue and Expense Reports for May 2024
The reports were included in the Board Packet. The reports were generally found to be in order.

B. Action Item: Accounts Payable Statement for May 2024
Mr. Hansher moved to approve the Accounts Payable Statement for May 2024 in the amount of $131,347.78. Motion carried.

## VII. President's Report

Ms. Perry had nothing to report.

## VIII. Committee Reports

A. Finance

Mr. Baxter reported that a meeting was held on May 21, 2024. The committee discussed library policies, assets and financial procedures. The policies will be coming for approval in a later agenda item.

B. Advocacy

Mr. Hansher reported that no meeting was held.

C. Personnel

Ms. Abraham reported that no meeting was held.

## IX. Staff Reports

A. Library Operations Report

The statistical summary was included in the Board Packet. Ms. Muchin Young reported on statistical trends. Ms. Muchin Young further commented that we expect the June statistical report to be phenomenal.

B. Director's Report

The written Library Director's report was included in the Board Packet. Ms. Muchin Young reported on her additional activities. She received notice that she will be presenting a breakout session at the upcoming Wisconsin Library Association conference, on what they don't teach you in library school. Ms. Muchin Young also discussed unlibraried patron circulations and the impact they have on the Library.

C. Managers' Reports

The written reports were included in the Board Packet.

## X. Unfinished Business

A. Strategic Plan Planning Update – A. Buchanan

Ms. Buchanan updated the Board on the progress of the strategic plan planning process. She reported that 133 patrons have responded to indicate interest in participating via the website. Thus far, seven focus groups have occurred and 53 patrons in total have attended. One more focus group is scheduled with the potential of five more occurring in July.

B. Discussion and Action requested: Narcan and Epi-Pens

Ms. Muchin Young reported that she spoke with the Washington Ozaukee Public Health Department. The Library can receive Narcan without any issues. Staff will be trained on how to use it at the next staff day. Acquiring Epi-Pens is more complicated because they need to be prescribed by a doctor before they can be obtained.

C. Update and Discussion: Solar Panels – T. Lookatch

Mr. Lookatch reported that some initial contacts to determine scope and pricing of a solar panel project have been made, with more meetings and information to come in the coming month.

**XI. New Business**

A. Discussion and Possible Action: Financial Policies
   i. Capital Assets
   ii. Employee Corporate Credit Card Policy
   iii. Employee Credit Card Agreement
   iv. Expenditures Approval Policy
   v. Fund Balance
   vi. Investment Policy

The policies were reviewed at the Finance Committee meeting. The draft policies were included in the Board Packet.

Mr. Baxter moved to approve all policies as presented. Motion carried.

**XII. Trustee Training & System/State Library Update**

A. TE3: Bylaws – Organizing the Board for Effective Action
   Ms. Muchin Young lead the discussion on this section of the Trustees Essentials manual.
B. TE4: Effective Board Meetings and Trustee Participation
   Ms. Muchin Young lead the discussion on this section of the Trustees Essentials manual.

**XIII. Future Meeting Dates**

The next Board of Trustees meeting will be on Wednesday, July 17, 2024.

**XIV. Adjournment**

There being no further business before the Board, a motion to adjourn was made by Ms. Wagner. Motion carried and meeting was adjourned at 6:50 p.m.

Respectfully submitted,
Craig Jacobson, Business Manager